

September 1, 2023

HR Administrator
Grafica

To Whom It May Concern:

I am writing in response to your ad for a proofreader in the New York Times.

Through temporary agencies I have proofread for several major advertising agencies and other firms in the Philadelphia area. This includes print ads, brochures, training manuals and web sites.

My background is in journalism and writing. For more than five years I was part of the editorial staff of the largest weekly in Philadelphia, "The Welcomat," which is now called "Philadelphia Weekly." I was involved in all phases of the paper from writing to editing, proofing and production.

I greatly enjoy proofing and copyediting, and was known at the paper as having an eye for detail.

Before writing this, I checked out your impressive and enjoyable web site, which made me even more interested in this position.

A plain-text version of my resume is included in this email. The resume includes links to my published on-line articles about popular music.

I would be happy to relocate to New Jersey for this position.

My salary requirement would be in the negotiable area of \$35,000 to \$45,000.

Thank you for your consideration. I look forward to your response.

Sincerely,
Peter S. Brown

Peter Brown
1205 Wharton Street
Philadelphia, PA 19147-4509
(215) 334-0431
psb51@earthlink.net

Professional Experience:
Proofreader, Consultant, "Like A Bullet of Light--A Guide to Bob Dylan & Film", (Helter Skelter, London).

Proofreader, Elkman Alexander, Vanguard Financial, Al Paul Lefton, others, (through agencies) 1997-present.

Proofreader, Philadelphia Forum, June 1996 to January 1997.

Associate Editor, The Welcomat, Philadelphia, PA. June 1994 to October 1994.

Music Editor, The Welcomat, August 1993 to June 1994.

Copy Editor, The Welcomat, January 1989 to October, 1994.

Columnist:

The Welcomat, 1983 to October 1994.

Big Shout Magazine, 1990 to 1992.

East Coast Rocker (now the Aquarian Weekly), February 1988 to November 1989.

Contributor:

All Music Guide

Western Daily Press, England

Isis Magazine, England

Parking Meter, Germany

Bob Dylan.com (<http://bobdylan.com>)

The Band (<http://theband.hiof.no>)

Lynx: Poetry from Bath (<http://www.bath.ac.uk/~exxdgdc/lynx.html>)

The Philadelphia Inquirer

Fine Times Magazine

ElectriCity

WXPN Radioguide

Philadelphia Drummer

Sing Out! Magazine

Related Experience:

Production Manager: The Welcomat, November 1991 to July 1993.

Faculty Member: Philadelphia Music Foundation Seminar IV, 1991.

Disc Jockey/Programmer:

WXPN-FM, Philadelphia, PA (1976 to 1980).

WFMU, East Orange, NJ (1967).

Computer Skills:

Windows 98; MAC, MS Word; Lotus WordPro; Lotus Approach, Lotus Freelance Graphics; Microsoft Publisher; Quark; Omnipage; Power Point.